



Approved for Release
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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES (HR) BULLETIN #155, FY12**

SUBJECT: Wellness Policy

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: None

BACKGROUND: Executive Order 13507, dated April 8, 2009, created a Federal health reform office that included a Federal civilian employee wellness initiative. The President tasked the Office of Personnel Management (OPM) with surveying the status of wellness programs available to civilian employees. As a result of the Executive order, the Office of Management and Budget (OMB) required all Federal agencies to have employee wellness initiative action items included in their budget requests.

Additionally, in its memo of July 15, 2010, OPM directed the Department of Commerce (Department), along with other Executive-level agencies, to develop a five-year wellness plan for Fiscal Years (FY) 2012–17 with the goal that by the FY 2017 date, 75 percent of Department employees would participate in the Department’s wellness programs. A Department Wellness Working Group was formed in FY 2011.

The Department recognizes that the ability of our organization to achieve its mission is dependent upon having qualified, healthy employees. The Department encourages, supports, and offers wellness-related programs to help employees manage their physical, mental, and emotional well-being.

PURPOSE: The purpose of this HR Bulletin is to establish Department policy, procedures, and responsibilities for implementing OPM requirements for a health and wellness program.

APPLICABILITY: This HR Bulletin applies to all Department bureaus, organizations, and other components. These organizations shall establish and maintain employee health and wellness programs.

PROCEDURES:

1. The Department and its bureaus and organizations will promote health and wellness by:
 - a. Providing employees a physical work environment free from recognized hazards;
 - b. Facilitating employees' own efforts to make improvements in their individual health and wellness practices;
 - c. Providing a social environment supportive of employee health, wellness, and safety; and
 - d. Administering education and awareness campaigns.

2. The Office of Human Resources Management shall:
 - a. Maintain the Department's health and wellness policy; and
 - b. Chair the Department Wellness Working Group.

3. The heads of Departmental bureaus and organizations shall:
 - a. Identify the resources required to support health and wellness programs within their organizations;
 - b. Designate an organizational Wellness Coordinator and support his or her participation on Department, bureau, and organization committees, as well as actively and visibly support the wellness policy;
 - c. Ensure appropriate budgets for the wellness program; and
 - d. Encourage employee participation in Department, bureau, and organizational, wellness activities.

4. The bureau or organization Wellness Coordinator shall:
 - a. Develop and implement a wellness program that follows the program elements in this HR Bulletin;
 - b. Measure the effectiveness of the program; and
 - c. Participate in the Department Wellness Working Group

5. Managers and supervisors shall support their organization's wellness policies and programs.

6. Employees are encouraged to participate in programs made available to them.

PROGRAM ELEMENTS: OPM requires the following five elements to be included in a wellness program.

1. Health Education

This component includes the health education opportunities offered to employees by the Department, bureaus, and organizations.

- a. Make health and wellness information easily accessible to employees, in a variety of formats.
- b. Increase the participation in immunizations (particularly seasonal immunizations).

- c. Develop and implement a Department-wide health education curriculum plan.

2. Supportive Social and Physical Environments

This component includes immunizations, health fairs, ergonomics, job-related safety and health training, automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR) training, physical activity opportunities such as fitness center membership, locker room and bike-rack users, healthy foods in cafeterias/vending machines, lactation rooms, tobacco-free programs.

- a. Develop job-related safety and health training. Bureaus and organizations are to develop and conduct this training for the following training levels:
 - 1. Technical and/or field positions
 - 2. Office positions
 - 3. Managers and supervisors
 - 4. Senior management
- b. Track progress using the Department of Labor's Protecting our Workers and Ensuring Reemployment (POWER) data.
- c. Establish a Department-wide ergonomics policy that creates guidelines for bureaus and organizations to develop ergonomics programs.

3. Integration of Worksite Wellness Program into Organizational Structure

This component includes developing Department-wide programs within the organization's structure, and encompasses policy, budget, communications/marketing, training (for all levels), and wellness program staffing.

- a. Develop a broad Department-wide policy that outlines roles and responsibilities for senior leadership, managers/supervisors, and employees.
- b. Create Task Forces to develop Department-wide wellness-related policy, budget, communication/marketing, and training programs.

4. Screenings

This component includes the health screenings offered to employees.

- a. Establish requirements to conduct a minimum of one health screening annually. Screenings offered must include a minimum of three of the following:
 - 1. Blood Pressure
 - 2. Cholesterol
 - 3. Diabetes
 - 4. Body Mass Index
 - 5. Health Risk Appraisal or Assessment
 - 6. Osteoporosis
 - 7. Vision
- b. Establish quarterly wellness briefings to senior leadership.
- c. Establish multiple screening sites throughout work locations when possible.

5. Linkages

This component focuses on the links to related health and benefits programs.

- a. Inform and encourage employees to participate in programs such as Federal employee health benefits, the Thrift Savings Plan, flexible spending accounts, the employee assistance program, flexible schedules, telework, etc.
- b. Conduct blood drives.
- c. Inform employees of local safety concerns and problem areas through activities such as distribution of flyers and personal safety training classes.

REVIEW AND ASSESSMENT: The Department completes the annual OPM WellCheck Survey and uses the results to assess its wellness program.

REFERENCES: OPM Memorandum, July 14, 2009, “Federal Agency Health and Wellness Reporting Requirements”; OMB Memorandum, June 8, 2010, FY 2012 “Budget Guidance”; OPM Memorandum July 15, 2010, “Wellness Submissions and Employee Viewpoint Survey Follow-Up”

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